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## Action

### *Executive Committee*

### **Proposed Revision to the Commission Policy Manual**

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**Executive Summary:** The Executive Committee will take action to recommend revisions to the Commission Policy Manual to change the current interview process for applicants to the Commission's two statutory committees: the Committee of Credentials and the Committee on Accreditation. The new process will utilize an *ad hoc* interview committee appointed by the Chair which will made recommendations to the Commission.

**Recommended Action:** Staff recommends that the Executive Committee recommend adoption of revisions to the Commission Policy Manual to reflect a change in interview process for the Committee of Credentials and the Committee on Accreditation.

**Presenter:** Mary Armstrong, General Counsel

**Strategic Plan Goal: 2**

**Support policy development related to educator preparation, conduct and professional growth.**

November 2007

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# **Proposed Revision to the Commission Policy Manual**

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## **Introduction**

The Executive Committee will continue its review of the Commission's Policy Manual. The Committee will discuss whether to change the current process utilized to interview and select members of the Commission's two statutory committees, the Committee on Accreditation and the Committee of Credentials.

## **Background**

The Commission's Policy Manual sets forth the rules governing the conduct of the Commission's business (§101). The Executive Committee is charged with the responsibility of periodically reviewing the provisions of the Policy Manual and determining the need for revision and repeal or adoption. In the past year, the Committee has undertaken a review of the Policy Manual to reflect changes that had occurred since the last revision in January 2004. At the February 2007 meeting, the Executive Committee took action to recommend adoption of several revisions to the following sections of the Policy Manual: §§ 215, 216, 217, 219, 230, 231, 244, 301, 320, 420, 422, 440, §490 and 503. At the March 2007 meeting the Executive Committee recommended adoption of a new §610 and revisions to §§310, 402, 405, 406, 407, 410, 411 and §§530-532. In April 2007 the Committee adopted revisions to §310, a new §320 and revisions to §321. In June 2007, the Committee adopted a new §231 specifying how to determine a quorum. In August 2007 the Committee recommended adoption of revisions to section §610 covering the contract authority of the Executive Director. In October 2007, the Committee directed staff to return with an action item that would offer proposed revisions to the Policy Manual that would reflect the Executive Committee's direction that applicants for membership on the Committee of Credentials (COC) and the Committee on Accreditation (COA) should be interviewed by an *ad hoc* Interview Committee composed of Members of the Commission appointed by the Chair that reflect, whenever possible, a balance of experience levels..

## **Discussion**

Currently applicants for membership on the COA and the COC are interviewed and selected by the Commission. The interviews are conducted during an open meeting of the Commission by the entire membership of the Commission acting as a Committee of the Whole (the Professional Services Committee for the COA and the Professional Practices Committee for the COC). Each spring six applicants for the COA will be interviewed for the COA and potentially four to six applicants for two positions on the COC. COC interviews are also conducted on an as needed basis should a vacancy with no alternate occur. In the past, interviews of applicants for both of the Committees were

conducted by the Executive Committee. However, over time the Commission changed its procedure to the present process. The change was made prior to the reduction in the number of Commission meetings and the reduction in the number of two-day meetings. Given the amount of work and policy discussion that must be accomplished by the Commission at its meetings, the Executive Committee discussed various alternatives for changing the process for conducting the interviews. It was agreed that there was value to providing flexibility to the process while at the same time ensuring that balance and experience of the interviewers was maintained. The consensus reached by the Executive Committee was to revise the Policy Manual to provide for appointment of an *ad hoc* Interview Committee to interview candidates for the COC and COA and make selection recommendations to the Commission for action. In order to accomplish this change, the following sections of the Policy Manual need to be revised: §§ 400, 410, 500 and 531(c) & (d) and a new §501. The revisions are set forth below:

**§ 400. CREATION OF STANDING AND AD HOC COMMITTEES**

The Commission may create standing committees, which shall be either standing committees of the whole or separate standing committees. The Commission may also create ad hoc committees to examine specified subjects or interview prospective candidates for either the Committee of Credentials or the Committee on Accreditation, and these ad hoc committees shall be dissolved, as appropriate, after reporting and making recommendations, as needed, to the Commission. In selecting members to an ad hoc Interview Committee, the Chair shall strive to select members to achieve a balance of members' experience on the Committee.

**§ 410. SEPARATE STANDING AND AD HOC COMMITTEE MEMBERSHIP**

The Chair shall appoint the members to separate standing and ad hoc committees.

**§ 500. ~~SELECTION OF MEMBERS OF THE COMMITTEE OF~~ CREDENTIALS**

The Professional Practices Committee shall be responsible for:

- (a) Advising the Commission when vacancies occur or may be expected to occur on the Committee of Credentials. Prior to publicly announcing a vacancy, staff shall inquire in behalf of the Committee, in writing, as to the availability of incumbents to serve an additional term. The letter of inquiry shall clearly state that the incumbent's availability to accept reappointment is one of a number of factors the Commission may consider in determining vacancies. Responses to the inquiry may be given orally, directly to the Executive Director, followed by a written communication postmarked no later than ten (10) days from the date of inquiry.

- (b) Directing staff to conduct year-round recruitment of interested applicants and provide appropriate public notice regarding impending vacancies and the qualifications required of applicants. Action shall be undertaken according to the following guidelines:
  - (1) Timely printing, posting and distribution of applications.
  - (2) Applications shall be posted on the Commission's web site and shall be distributed statewide both electronically and by United States mail to both the general public and to interested parties, including but not limited to the PTA, ACSA, CSBA, CTA, CFTA, district and county superintendents, deans of education, and all persons listed in the vacancy pool for the Committee of Credentials.
  - (3) The Committee shall set a final date for submission of applications; however, the Commission may extend the final filing date if an insufficient number of applications have been received by the original final filing date. The date of submission shall be considered to be the same as the postmark date on the envelope in which the application is received.
  - (4) Whenever practicable, a letter from the Chair of the Commission requesting nominations of qualified applicants will be sent to appropriate parties and stakeholder groups.
- ~~(c) Receiving and evaluating applications and nominations for membership on the Committee of Credentials and for conducting interviews as appropriate; and~~
- ~~(d) Placing in nomination the names of qualified persons for each position to be filled. An alternate may be selected if deemed qualified. Any alternate so selected will be placed in a pool of alternates and available to fill a vacancy in that position category should the need arise.~~
- ~~(e) Identifying, scoring, ranking, discussing and recommending nominees for the Committee of Credentials according to the following factors:
 
  - ~~(1) The total membership of the Committee should be broadly representative of the community with respect to of sex, ethnic and cultural background, and geographical area of residence.~~
  - ~~(2) Persons nominated should be of balanced and judicious temperament with broad understanding of, and respect for, community values and attitudes.~~
  - ~~(3) Persons nominated must be willing and able to devote the time and effort necessary to carry out the work of the Committee.~~~~

**§ 501 SELECTION OF MEMBERS OF THE COMMITTEE ON CREDENTIALS**

An ad hoc Interview Committee appointed by the Chair in accordance with the provisions of §§ 400 and 410 shall be responsible for receiving and evaluating

applications and nominations for membership on the Committee of Credentials and for conducting interviews as appropriate; and

(a) Placing in nomination the names of qualified persons for each position to be filled. An alternate may be selected if deemed qualified. Any alternate so selected will be placed in a pool of alternates and available to fill a vacancy in that position category should the need arise.

(b) Identifying, scoring, ranking, discussing and recommending nominees for the Committee of Credentials to the Commission according to the following factors:

- (1) The total membership of the Committee of Credentials should be broadly representative of the community with respect to sex, ethnic and cultural background, and geographical area of residence.
- (2) Persons nominated should be of balanced and judicious temperament with broad understanding of, and respect for, community values and attitudes.
- (3) Persons nominated must be willing and able to devote the time and effort necessary to carry out the work of the Committee.

#### **§531. SELECTION OF MEMBERS OF THE COMMITTEE ON ACCREDITATION**

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(c) Based on the membership criteria and the principles of balanced composition set forth in section 530, the Nominating Panel screens the professional qualifications of each nominee and recommends at least two highly qualified nominees for each vacant seat on the Committee. The Commission fills each Committee seat and alternate position by selecting from the nominations following interviews and recommendations of an *ad hoc* Interview Committee established in accordance with the provisions of §§ 400 and 410.

(d) The Commission appoints members of the Committee on Accreditation to four-year terms. A member may be re-nominated and re-appointed to a second term of four years. A member may serve a maximum of two terms on the Committee. Interviews shall be conducted by an *ad hoc* Interview Committee in accordance with the provisions of §§ 400 and 410.

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**Recommendation**

Staff recommends that the Executive Committee recommend adoption of the revisions to §§ 400, 410, 500 and 531 (c) & (d) as set forth above, and the addition of a new §501 which would provide for an *ad hoc* Interview Committee comprised of Members of the Commission and appointed by the Chair to interview candidates, as necessary, for prospective appointees to the COC and COA and make selection recommendations to the Commission.